

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Director of Maintenance

EXEMPT

SUPERVISOR: Vice President of Operations

Duties and Responsibilities

Responsible for overseeing and monitoring all aspects of maintenance functions in the Housing Authority's Public Housing, PBV Properties and Affordable Housing Programs. Performs a variety of tasks concerning efforts to fill vacancies, including completions of all annual and routine work orders, inventory control, annual inspections of dwelling and non-dwelling units, maintain records for master meter gas pipeline systems, assess cost and efficiency of maintenance operations, staffing and budgeting plans, administer maintenance contracts, coordinating with MOD department on major capital improvements, fleet maintenance and repairs, workplace safety and preparing reports for HUD. Responsible for all maintenance functions and decisions in the absence of the Vice President of Operations.

Specific Duties Include the Following:

Closely monitors the purchasing and inventory of all supplies needed to conduct repairs and other routine maintenance functions.

Requisitions needed maintenance supply and equipment and maintains inventory of all materials and equipment. Placing special emphasis on combating waste, fraud and abuse.

Make recommendations to the Vice President of Operations on the Plans, Organization, Delegation and Monitoring for all types of maintenance activities and programs implemented.

Make recommendations in the hiring and dismissal of maintenance employees to the Vice President of Operations.

Participates in the inspections of units and discusses conditions and recommendations to the Vice President of Operations.

Participates in the directing and training of maintenance employees.

Maintains accurate records on units in areas such as, painting, appliances, and last re-modernization.

Conducts maintenance training and closely monitors the safety programs for all maintenance employees.

Prepares and submits various periodic reports, and statistical information for the Vice President of Operations.

Maintains and coordinates scheduled preventive maintenance program with the Maintenance staff. Keep accurate records of all preventive maintenance accomplished on units and systems.

Monitors, updates, reviews, and inspects the WHA gas pipeline safety act and emergency plan along with the scheduling of necessary checks and training. Keeps accurate records and attend gas action and update meetings.

Conducts random checks of housing development and grounds to identify maintenance needs.

Delegates work to subordinate staff and monitors their work.

Handles complaints from residents by phone, in writing or in person.

Attends all resident council meetings or other related functions or meetings.

Performs other related duties as assigned.

Qualifications and Knowledge:

An Associates degree in Industrial Technical or Management Field is preferred, or five years progressive responsibility and experience in apartment maintenance, construction, or management field.

Five years or more experience supervising and managing over ten (10) subordinate employees with responsibilities such as evaluation, training and ensuring effective levels of moral in which to accomplish all assigned task or projects.

Knowledge of Federal, State, Local Laws, Codes, and Regulations pertaining to Public Housing.

Considerable knowledge in computer software such as Microsoft Word, Excel and data base systems.

Knowledge of Safety precautions, procedures, and safety equipment used in construction or industrial work sites.

Ability to maintain accurate records and prepares clear and concise narratives and statistical reports.

Knowledge of the Trade Skill, and the methods, materials, tools, and equipment and techniques used in maintaining dwelling and non-dwelling facilities and grounds.

Knowledge of PHAS indicators and ability to keep computer and manual records to support rating.

Ability to meet and establish deadlines for all level tasks and projects.

Bendability

Valid Texas Drivers' Licenses'

Eligibility for coverage under Authority Fleet Auto Insurance.

Physical Demands

Work is performed both indoors and outdoors, and involves physical exertion common to the construction, rehabilitation, and maintenance industries, such as long periods of bending, stooping, standing, and walking on rough terrain. Work may require specific physical characteristics and abilities such as above-average strength, agility, and dexterity.

Work Environment

Work involves moderate risks and discomforts which are common to architects, engineers, and contractors and, require special safety precautions and use of protective clothing or gear, such as a helmet, mask, goggles, steel-toe shoes or a safety belt.